



Michigan
Transportation Asset
Management Council

Administrative, Communication and Education Committee Meeting Agenda

Wednesday, February 6, 2019 @ 10:30 AM
Aeronautics Building – 2nd Floor Commission Room
2700 Port Lansing Rd.,
Lansing, MI

- 1. Welcome - Call to Order – Introductions**
- 2. Changes or Additions to the Agenda (*Action Item as needed*)**
- 3. Public Comments on Non-Agenda Items**
- 4. Consent Agenda (*Action Item*)**
 - 4.1. Approval of the January 9, 2019 Meeting Minutes (*Attachment 1*)
 - 4.2. TAMC Financial Report (*Attachment 2*)
- 5. Review & Discussion Items:**
 - 5.1. TAMC Awards 2019 – *Belknap (Attachment 3)*
 - 5.2. 2019 TAMC Spring Conference & APWA Collaboration Update – *Strong/Mekjian (Attachment 4)*
 - 5.3. TAMC Data Collection Policy & PASER Certification Benefits – *Belknap (Attachment 5)*
 - 5.4. Draft TAMC Policy for Submittal & Review Asset Management Plans – *Belknap (Attachment 6)*
 - 5.5. TAMC June 5 Strategic Session & 2020-2022 TAMC Work Program/Budget – *Start*
 - 5.6. Local Technical Assistance Program's *The Bridge* Newsletter Article Schedule – *MTU*
 - 5.7. 2018 TAMC Annual Report – Draft Year in Review Section *Belknap (Attachment 7)*
- 6. Public Comments**
- 7. Member Comments**
- 8. Adjournment: *Next meeting March 6, 2019 at 10:30 AM – Aeronautics 2nd Floor Commission Room, 2700 Port Lansing Rd., Lansing, MI***

Meeting Telephone Conference Line: 1-877-336-1828 Access Code: 8553654#

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE**

January 9, 2019 at 10:30 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

****Frequently Used Acronyms Attached**

Members Present:

Gary Mekjian, MML
Rob Surber, DTMB/CSS

Jonathan Start, MTPA/KATS – Chair

Support Staff Present:

Niles Annelin, MDOT
Christopher Bolt, MAC/Jackson DOT
Andrew Manty, MTU, via Telephone

Roger Belknap, MDOT
Mark Holmes, DTMB/CSS
Gloria Strong, MDOT

Members Absent:

Derek Bradshaw, MAR

Public Present:

None

1. Welcome – Call-to-Order – Introductions:

The meeting was called to order at 10:35 a.m. Everyone was welcomed to the meeting.

2. Changes or Additions to the Agenda:

None

3. Public Comments on Non-Agenda Items:

None

4. Consent Agenda – J. Start (Action Items):

4.1. - Approval of the December 5, 2018 Meeting Minutes (Attachment 1)

Motion: G. Mekjian made a motion to approve the December 5, 2018 meeting minutes; R. Surber seconded the motion. The motion was approved by all members present.

4.2. – TAMC Financial Report (Attachment 2) – R. Belknap

R. Belknap did a brief review of the TAMC Budget Expenditure Report dated January 4, 2019. There will be some significant funding left over from the culvert pilot project. These monies were allocated for the culvert project only and are not Michigan Transportation Funds (MTF). It will be determined later how these funds can be used once all committees discuss their needs and Finance provides the final amount of how much funding is left.

5. Presentation – Demonstration of TAMC Asset Management Plan Template – A. Manty, MTU:

MTU held training workshops in Gaylord, Saginaw and Grand Rapids that were well attended. MTU provided a template for county and a template for city asset management plans for the participants to use. The template is pretty simple and has three (3) parts – Roadsoft, an Excel data macro, and a word template. Roadsoft exports eight (8) files and pulls reports from the agency's asset data in a consistent format. The Excel data macro gives them the ability to collect and customize data to update graphs automatically, and the Word template compiles data and graphs into an

editable document, that is updated. There are 15 sections in the Asset Management Plan. If there is an agency that does not have data in Roadsoft, MTU will need to address this in the future. That would be a rare occurrence.

6. Review and Discussion Items:

6.1. – FY 2020 TAMC Budget – J. Start/R. Belknap (Attachment 3) Action Item

R. Belknap presented a copy of a draft FY 2016 – FY 2020 budget report. No major changes were made to the budget for FY 2020. Recommendations in the draft were based on past expenditures. Unallocated/Contingency Funds were added to the budget to cover items that may come up in the future that may need funding in FY 2020. Culvert and Traffic Signal work have not been added; TAMC support staff is still working with MDOT Finance on determining how much of the Culvert Pilot Project funds are still available. At this point TAMC does not have a basis to justify a request for funds for culverts for the FY 2020 budget. MTU stated that it will cost approximately \$12,500 for them to do Culvert training, however this was not added to the budget report. The training could be paid for out of the funds remaining from the Culvert Pilot Project. The final budget request is due to the Michigan Infrastructure Council by January 18, 2019. TAMC needs to discuss the FY 2021 budget at their June 5, 2019, Strategic Planning Session. Since there was so much money left over from the past few years that the regions did not use, it is felt it would not be good to request additional funds for culvert work.

Motion: A motion was made by G. Mekjian to accept the proposed drafted FY 2020 Budget with a change of Northeast Michigan Council of Government and Networks Northwest data information being swapped; R. Surber seconded the motion. The motion was approved by all members present.

6.2. – FY 2020-FY 2022 TAMC Work Program – Beginning Discussion of Priorities – J. Start

The Council will need to discuss how the structure of the work program ties in with the budget at the June 5, 2019, TAMC Strategic Planning Session. We will not use a facilitator this year for the session. The Committee would like to create a process for when and how TAMC creates its budget. It was suggested to start working on the next year's TAMC budget in October, prior to the January budget due date to the MIC. TAMC will need to think about adding culverts and traffic signals especially for FY 2021. All committees need to help prioritize the items in the work program and budget.

6.3. – 2019 TAMC Spring Conference in Collaboration with APWA – G. Strong/G. Mekjian

The American Public Works Association (APWA) Conference will be held on May 22 and 23, 2018, at the Treetop Resort in Gaylord, Michigan. They will hold their annual golf outing on May 21, 2018. G. Strong held a teleconference with the APWA conference planners and it was decided that the best day to hold the TAMC conference in conjunction with APWA (sharing presenters) would be on Wednesday, May 22, 2019. G. Strong will work on the rest of the logistics with APWA and start the contracts with Treetops and Otsego Resort for housing of TAMC conference attendees.

Action Item: G. Strong will work on the contracts with Treetops Resort (conference location) and Otsego Resort (lodging).

6.4. – Creating a TAMC Policy for Submittal and Review of Asset Management Plans – R. Belknap

Public Act 325, which was recently passed, details the actual elements of an Asset Management Plan that is now required. MTU is putting together a *White Paper* that will help create a policy on how agencies will submit to TAMC their asset management plans and how TAMC will review asset management plans.

6.5. – TAMC Informational PA325 Webinar and Schedule of Asset Management Plans – R. Belknap

The committee is in support of holding the informational Webinar and doing this is within MTU's current budget. The Webinar is to go over Public Act 325 and inform agencies of what the Council is doing towards meeting the Act's requirements. This is a work item in progress and will be done after TAMC has the *White Paper* that MTU is creating as previously mentioned in item 6.4. Support staff will use the paper to create a TAMC policy for the submission and requirements of the Asset Management Plans. A map was provided of the agencies that are required to do their asset management plans and when they are due. Per Public Act

325 TAMC must have an Asset Management Plan Template in place by October 1, 2019. MTU has already created that template.

Action Item: Support staff to write up the *White Paper* submitted by MTU into a TAMC Policy.

Action Item: Support staff will add the approved *White Paper* to the TAMC Website and share with the regions. Council members will share with their representing agency.

6.6. – 2019 Schedule of Trainings and Conferences – R. Belknap

Just a reminder that there are a few conferences and trainings that need Council representation. A sign-up sheet will be provided for sign-up at the full Council meeting this afternoon.

7. Public Comments:

None

8. Member Comments:

J. Johnson wanted to share that she received correspondence today from the Managing Director of Roscommon County Road Commission stating that until TAMC extends the eligible years to a reasonable time period of 3-4 years, they will not be participating in the certification program. They feel the certification deadline is not reasonable. This is in response to MTU's January 9 correspondence on the certification process.

R. Belknap had one other county requesting to lengthen the deadline.

9. Adjournment:

J. Start made a motion for the meeting to adjourn; G. Mekjian seconded the motion. The motion was approved by all members present. The meeting adjourned at 12:04 p.m. The next meeting will be held February 6, 2019 at 10:30 a.m., 2700 Port Lansing Road, 2nd Floor Commission Conference Room, Lansing, Michigan.


TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADA	ADULTS WITH DISABILITIES ACT
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CFM	COUNCIL ON FUTURE MOBILITY
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX

IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COMMISSION
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	ROAD BASED INVENTORY
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

S:/GLORIASTRONG/TAMC FREQUENTLY USED ACRONYMS.11.27.2018.GMS

TAMC Budget Expenditure Report

 Michigan Transportation Asset Management Council		FY17 Budget	FY17 Actual	FY18 Budget	FY18 Year to Date		FY19 Budget	FY19 Year to Date		FY20 Budget
(most recent invoice date)		\$	Balance	\$	Spent	Balance	\$	Spent	Balance	\$
I. Data Collection & Regional-Metro Planning Asset Management Program										
Battle Creek Area Transportation Study	1 qtr 19	\$ 20,000.00	\$ 4,555.97	\$ 20,500.00	\$ 20,213.36	\$ 286.64	\$ 20,500.00	\$ 2,143.27	\$ 18,356.73	\$ 20,500.00
Bay County Area Transportation Study	4 qtr 18	\$ 20,000.00	\$ 9,205.58	\$ 21,100.00	\$ 8,028.84	\$ 13,071.16	\$ 21,100.00	\$ -	\$ 21,100.00	\$ 21,100.00
Central Upper Peninsula Planning and Development	1 qtr 19	\$ 40,471.00	\$ -	\$ 47,000.00	\$ 47,000.00	\$ -	\$ 47,000.00	\$ 5,487.67	\$ 41,512.33	\$ 47,000.00
East Michigan Council of Governments	DEC	\$ 95,995.00	\$ 15,902.25	\$ 111,000.00	\$ 81,559.65	\$ 29,440.35	\$ 111,000.00	\$ 16,062.10	\$ 94,937.90	\$ 111,000.00
Eastern Upper Peninsula Regional Planning & Devel.	1 qtr 19	\$ 20,000.00	\$ -	\$ 23,100.00	\$ 23,100.00	\$ -	\$ 23,100.00	\$ 5,943.70	\$ 17,156.30	\$ 23,100.00
Genesee Lapeer Shiawassee Region V Planning Com.	OCT	\$ 39,423.00	\$ 2,250.94	\$ 46,000.00	\$ 45,954.99	\$ 45.01	\$ 46,000.00	\$ -	\$ 46,000.00	\$ 46,000.00
Grand Valley Metropolitan Council	1 qtr 19	\$ 20,000.00	\$ 1,025.36	\$ 25,000.00	\$ 12,060.69	\$ 12,939.31	\$ 25,000.00	\$ 1,112.35	\$ 23,887.65	\$ 25,000.00
Kalamazoo Area Transportation Study	1 qtr 19	\$ 20,000.00	\$ 871.89	\$ 22,000.00	\$ 21,588.77	\$ 411.23	\$ 22,000.00	\$ 1,102.95	\$ 20,897.05	\$ 22,000.00
Macatawa Area Coordinating Council	4 qtr 18	\$ 20,000.00	\$ 12,594.34	\$ 20,200.00	\$ 9,575.57	\$ 10,624.43	\$ 20,200.00	\$ 190.00	\$ 20,010.00	\$ 20,200.00
Midland Area Transportation Study	4 qtr 18	\$ 20,000.00	\$ 2,339.46	\$ 21,000.00	\$ 20,857.81	\$ 142.19	\$ 21,000.00	\$ -	\$ 21,000.00	\$ 21,000.00
Northeast Michigan Council of Governments	DEC	\$ 43,426.45	\$ -	\$ 52,200.00	\$ 52,200.00	\$ -	\$ 46,000.00	\$ 10,175.86	\$ 35,824.14	\$ 46,000.00
Networks Northwest	1 qtr 19	\$ 61,316.00	\$ -	\$ 72,000.00	\$ 71,915.46	\$ 84.54	\$ 72,000.00	\$ 10,034.74	\$ 61,965.26	\$ 72,000.00
Region 2 Planning Commission	3 qtr 18	\$ 37,940.00	\$ 13,196.44	\$ 42,000.00	\$ 18,368.33	\$ 23,631.67	\$ 42,000.00	\$ -	\$ 42,000.00	\$ 42,000.00
Saginaw County Metropolitan Planning Commission	4 qtr 18	\$ 20,000.00	\$ 8,414.71	\$ 22,200.00	\$ 22,000.00	\$ 200.00	\$ 22,200.00	\$ -	\$ 22,200.00	\$ 22,200.00
Southcentral Michigan Planning Commission	1 qtr 19	\$ 53,162.00	\$ 16,246.33	\$ 57,300.00	\$ 37,137.28	\$ 20,162.72	\$ 57,300.00	\$ 1,913.04	\$ 55,386.96	\$ 57,300.00
Southeast Michigan Council of Governments	DEC	\$ 135,680.00	\$ 0.40	\$ 174,000.00	\$ 174,000.00	\$ -	\$ 174,000.00	\$ 29,890.62	\$ 144,109.38	\$ 174,000.00
Southwest Michigan Planning Commission	4 qtr 18	\$ 37,030.00	\$ -	\$ 41,000.00	\$ 41,000.00	\$ -	\$ 41,000.00	\$ -	\$ 41,000.00	\$ 41,000.00
Tri-County Regional Planning Commission	4 qtr 18	\$ 33,786.00	\$ -	\$ 40,000.00	\$ 21,680.54	\$ 18,319.46	\$ 40,000.00	\$ -	\$ 40,000.00	\$ 40,000.00
West Michigan Regional Planning Commission	SEPT	\$ 82,467.00	\$ -	\$ 91,000.00	\$ 74,351.07	\$ 16,648.93	\$ 91,000.00	\$ -	\$ 91,000.00	\$ 91,000.00
West Michigan Shoreline Regional Development Com.	OCT	\$ 46,781.56	\$ 636.55	\$ 54,000.00	\$ 51,333.45	\$ 2,666.55	\$ 54,000.00	\$ 2,725.36	\$ 51,274.64	\$ 54,000.00
Western Upper Peninsula Regional Planning & Devel.	4 qtr 18	\$ 34,867.00	\$ 19.47	\$ 40,000.00	\$ 40,000.00	\$ -	\$ 40,000.00	\$ -	\$ 40,000.00	\$ 40,000.00
MDOT Region Participation & PASER Quality Control	10/14/18	\$ 62,750.00	\$ (22,587.50)	\$ 80,000.00	\$ 52,914.97	\$ 27,085.03	\$ 91,440.00	\$ -	\$ 91,440.00	\$ 91,440.00
Fed. Aid Data Collection & RPO/MPO Program Total		\$ 965,095.01	\$ 64,672.19	\$ 1,116,400.00	\$ 946,840.78	\$ 169,559.22	\$ 1,116,400.00	\$ 86,781.66	\$ 1,029,618.34	\$ 1,116,400.00
II. PASER Data Collection (Paved, Non-Federal-Aid System)										
PASER PNFA Data Collection Total		\$ 40,760.39	\$ -	(FY18 PNFA Moved Into Data Collection Program Above)			(FY19 PNFA Moved Into Data Collection Program Above)			(FY19 PNFA Moved
III. TAMC Central Data Agency (MCSS)										
Project Management	12/31/18	\$ 37,800.00	\$ (2,264.00)	\$ 42,000.00	\$ 46,585.00	\$ (4,585.00)	\$ 42,000.00	\$ 15,141.00	\$ 26,859.00	\$ 380,000.00
Data Support /Hardware / Software	12/31/18	\$ 60,200.00	\$ 1,367.00	\$ 68,800.00	\$ 67,800.00	\$ 1,000.00	\$ 68,800.00	\$ 3,400.00	\$ 65,400.00	\$ -
Application Development / Maintenance / Testing	12/31/18	\$ 83,280.00	\$ 5,042.00	\$ 114,475.00	\$ 115,250.00	\$ (775.00)	\$ 114,475.00	\$ 300.00	\$ 114,175.00	\$ -
Help Desk / Misc Support / Coordination	12/31/18	\$ 66,600.00	\$ 948.00	\$ 70,200.00	\$ 68,200.00	\$ 2,000.00	\$ 70,200.00	\$ 9,900.00	\$ 60,300.00	\$ -
Training	12/31/18	\$ 27,600.00	\$ (1,533.00)	\$ 34,950.00	\$ 24,850.00	\$ 10,100.00	\$ 34,950.00	\$ 350.00	\$ 34,600.00	\$ -
Data Access / Reporting	12/31/18	\$ 47,155.00	\$ 1,459.00	\$ 49,575.00	\$ 52,175.00	\$ (2,600.00)	\$ 49,575.00	\$ 18,775.00	\$ 30,800.00	\$ -
FY17 Off Budget: IRT Re-write - \$241,000		9/30/17	\$ 241,040.00	\$ (18,983.00)						
TAMC Central Data Agency (MCSS) Total		\$ 322,635.00	\$ 5,019.00	\$ 380,000.00	\$ 374,860.00	\$ 5,140.00	\$ 380,000.00	\$ 47,866.00	\$ 332,134.00	\$ 380,000.00
IV. TAMC Training & Education (MTU) Calendar Year Z1		1/18/19	\$ 210,000.00	\$ 1,341.10	\$ 235,000.00	\$ 219,780.57	\$ 15,219.43	\$ 220,000.00	\$ -	\$ 220,000.00
V. TAMC Activities (MTU) Z15/R1		1/2/19	\$ 70,000.00	\$ 9,746.50	\$ 115,000.00	\$ 114,089.32	\$ 910.68	\$ 120,000.00	\$ 5,485.88	\$ 114,514.12
VI. TAMC Expenses										
Fall Conference Expenses	12/11/18	\$ 6,000.00		\$ 10,000.00	\$ 7,269.00		\$ 10,000.00	\$ 7,507.40		\$ 10,000.00
Fall Conf. Attendance Fees + sponsorship Fees	12/11/18	\$ -		\$ -	\$ 4,405.00		\$ -	\$ 6,755.00		\$ -
Net Fall Conference	12/11/18	\$ 8,625.00	\$ 312.60	\$ 14,405.00	\$ 7,269.00	\$ 7,136.00	\$ 16,755.00	\$ 7,507.40	\$ 9,247.60	\$ -
Spring Conference Expenses	11/5/18	\$ 8,000.00	\$ -	\$ 3,800.00	\$ 7,439.36		\$ 10,000.00	\$ -		\$ 10,000.00
Spring Conf. Attendance Fees + sponsorship Fees	8/17/18	\$ -	\$ -	\$ -	\$ 8,350.00		\$ -	\$ 1,000.00		\$ -
Net Spring Conference	11/5/18	\$ 14,140.00	\$ 7,418.20	\$ 12,150.00	\$ 7,439.36	\$ 4,710.64	\$ 11,000.00	\$ -	\$ 11,000.00	\$ 10,000.00
Other Council Expenses	12/19/18	\$ 3,915.29	\$ (4,567.95)	\$ 10,000.00	\$ 7,301.72	\$ 2,698.28	\$ 10,000.00	\$ 935.22	\$ 9,064.78	\$ 10,000.00
TAMC Expenses Total		\$ 26,680.29	\$ 3,162.85	\$ 36,555.00	\$ 22,010.08	\$ 14,544.92	\$ 37,755.00	\$ 8,442.62	\$ 29,312.38	\$ 20,000.00
VII. Culvert Pilot Project										
Central Data Agency (MCSS)	10/16/18	\$ -	\$ -	\$ 15,000.00	\$ 9,312.00	\$ 5,688.00				
MTU Project Management	1/2/19	\$ -	\$ -	\$ 172,100.00	\$ 172,100.00	\$ -				
TAMC Administration & Contingency	11/7/18	\$ -	\$ -	\$ 84,438.00	\$ -	\$ 84,438.00				
Central Upper Peninsula Planning and Development	3 qtr 18	\$ -	\$ -	\$ 88,641.00	\$ 51,909.64	\$ 36,731.36				
East Michigan Council of Governments	SEPT	\$ -	\$ -	\$ 328,607.00	\$ 259,229.13	\$ 69,377.87				
Eastern Upper Peninsula Regional Planning & Devel.	4 qtr 18	\$ -	\$ -	\$ 5,688.00	\$ 5,034.70	\$ 653.30				
Genesee Lapeer Shiawassee Region V Planning Com.	SEPT	\$ -	\$ -	\$ 124,909.00	\$ 54,266.60	\$ 70,642.40				
Grand Valley Metropolitan Council	4 qtr 18	\$ -	\$ -	\$ 77,782.00	\$ 69,733.25	\$ 8,048.75				
Kalamazoo Area Transportation Study	SEPT	\$ -	\$ -	\$ 50,402.00	\$ 15,879.65	\$ 34,522.35				
Northeast Michigan Council of Governments	SEPT	\$ -	\$ -	\$ 33,506.00	\$ 21,781.96	\$ 11,724.04				
Networks Northwest	SEPT	\$ -	\$ -	\$ 184,513.00	\$ 163,641.05	\$ 20,871.95				
Region 2 Planning Commission	3 qtr 18	\$ -	\$ -	\$ 54,900.00	\$ 2,328.00	\$ 52,572.00				
Southcentral Michigan Planning Commission	SEPT	\$ -	\$ -	\$ 93,456.00	\$ 36,137.17	\$ 57,318.83				
Southeast Michigan Council of Governments	SEPT	\$ -	\$ -	\$ 87,644.00	\$ 45,757.96	\$ 41,886.04				
Southwest Michigan Planning Commission	4 qtr 18	\$ -	\$ -	\$ 101,849.00	\$ 67,138.17	\$ 34,710.83				
Tri-County Regional Planning Commission	4 qtr 18	\$ -	\$ -	\$ 47,587.00	\$ 6,962.44	\$ 40,624.56				
West Michigan Regional Planning Commission	SEPT	\$ -	\$ -	\$ 241,511.00	\$ 181,441.39	\$ 60,069.61				
West Michigan Shoreline Regional Development Com.	SEPT	\$ -	\$ -	\$ 144,238.00	\$ 89,092.30	\$ 55,145.70				
Western Upper Peninsula Regional Planning & Devel.	4 qtr 18	\$ -	\$ -	\$ 63,229.00	\$ 46,960.41	\$ 16,268.59				
Culvert Pilot Project Total		\$ -	\$ -	\$ 2,000,000.00	\$ 1,298,705.82	\$ 701,294.18				
Total Program		\$ 1,635,170.69	\$ 83,941.64	\$ 3,882,955.00	\$ 2,976,286.57	\$ 906,668.43	\$ 1,874,155.00	\$ 148,576.16	\$ 1,725,578.84	\$ 1,856,400.00
Appropriation		\$ 1,626,400.00		\$ 3,876,400.00		23.35%	\$ 1,876,400.00		92.07%	\$ 1,876,400.00

Note: Highlighted cells indicate final FY18 invoice still forthcoming



Michigan
Transportation Asset
Management Council

MEMORANDUM

Date: February 7, 2019

To: Public Act 51 Agencies of Michigan

From: Michigan Transportation Asset Management Council

On behalf of the Transportation Asset Management Council (TAMC) **we are seeking agencies and individuals to recognize for their efforts in asset management and best practices.** Detailed information for the submittals and past award winners can be viewed on the TAMC homepage by clicking the “Conference” heading at www.michigan.gov/tamc.

To further encourage Public Act 51 agencies, the TAMC has established the **Organizational Achievement Award to acknowledge those agencies that have incorporated the principles of asset management and adopted an asset management plan to help guide their investment decisions.** In addition, the TAMC Awards Program provides agencies around the state with excellent case examples to establish their own programs and best practices. All Public Act 51 road agencies are eligible to be nominated for this award.

Additionally, **the TAMC wants to recognize individuals providing outstanding support of Asset Management and the TAMC.** Nominees for the Carmine Palombo Individual Achievement Award can include elected officials (state or local), support staff from state agencies, regional metropolitan planning organizations, county road agencies, local units of government, the education community or other individuals involved in promoting asset management in Michigan.

Award submittals are **due, Friday, March 29, 2019** to Roger Belknap, TAMC Coordinator – BelknapR@michigan.gov. Questions can also be directed to Roger by calling (517) 335-4580. Pending the amount of award submittals, recognition may be part of the TAMC spring or fall conferences.

Thank you in advance for all your efforts.



AWARDS PROGRAM CRITERIA

OBJECTIVE

A primary objective of Michigan's Transportation Asset Management Council (TAMC) is to assist Public Act 51 agencies implement an asset management program for roads and bridges under their jurisdiction. To this end, the TAMC has facilitated statewide collection of system condition data, supported the development of tools and procedures, and sponsored training and educational sessions in the practice of asset management.

To further encourage Public Act 51 agencies, the TAMC has established the Organizational Achievement Award to acknowledge those agencies that have incorporated the principles of asset management and adopted an asset management plan to help guide their investment decisions. In addition, the TAMC Awards Program provides agencies around the state with excellent case examples to establish their own programs. All Act 51 road agencies are eligible to be nominated for this award.

Additionally, the TAMC wants to recognize individuals providing outstanding support of Asset Management and the TAMC. Nominees for the Carmine Palombo Individual Achievement Award can include elected officials (state or local), support staff from state agencies, regional / metropolitan planning organizations, county road commissions, local units of government, the education community or other individuals involved in promoting Michigan's TAMC programs.

PRINCIPLES OF ASSET MANAGEMENT

The TAMC will award agencies and individuals that have demonstrated outstanding achievement in implementing the following core principles of asset management.

- **Performance Based** – Policy objectives are translated into system performance measures and targets that are used for both day-to-day and strategic decision making.
- **Decisions Based on Quality Information** – Resource allocation decisions are based on accurate information regarding inventory, condition, and funding availability. Where appropriate, analytical tools provide access to needed information and assist in the decision making process.
- **Policy Driven** – Resource allocation decisions are based on a well-defined set of policy goals and objectives. The objectives reflect desired system condition, levels of service, and safety levels. They may also be tied to economic, community, and environmental goals.

- **Analysis of Mix of Fixes, Options and Tradeoffs** – An assessment is made of the Mix of Fixes available to best preserve the system. Decisions on how to allocate funds across types of investments are based on an analysis of how different allocations will impact future performance. Alternative methods for achieving a desired set of objectives are examined and evaluated.
- **Monitoring to Provide Clear Accountability and Feedback** – Performance results are monitored and reported. Feedback on actual performance influences agency goals and resource allocation decisions.

ORGANIZATION ACHIEVEMENT AWARD

Consistent with the core principles of asset management are the following eligibility criteria that the Council will use in determining award recipients. Together these criteria form the essential elements of an Asset Management Plan. Of particular interest to the Council is the extent to which agencies involve the public, their elected and/or appointed officials, and other community stakeholders in their program, especially in establishing a vision for their system(s) as well as the adoption of performance measures and investment strategies to achieve that vision. The Council will acknowledge agencies whose asset management plans include the following elements:

1. **Condition Assessment**
How was the condition of your system determined? Include information about the rating system as well as the procedures used to collect, store, analyze, and update the information.
2. **Mix of Fixes, Estimated Costs, and Funding Levels**
How were your improvement needs identified? Include information about your agency's preferred improvement types (mix of fixes) and the estimated costs of each per lane mile to implement those improvements. Also describe the sources and anticipated funding levels available now and through the planning horizon to finance those improvements.
3. **Future Conditions, Performance Measures, and Targets**
How were future system conditions determined? Indicate the methodology used (pavement management system, Roadsoft, other) and the performance measure(s) that were analyzed (e.g., percent of pavement conditions by PASER Rating). Also describe the performance measure target(s) and planning horizon that your agency is working to achieve (e.g., 70% of primary roads with a PASER Rating greater than 5 by the year 2020).
4. **Trade-off Analysis and Candidate Projects**
How does your agency go about the process of trade-off analysis; making investment decisions between various treatment options (e.g., routine maintenance vs. capital preventive maintenance vs. structural improvement). How do performance measures and targets influence this process? Explain the process of identifying candidate improvement projects and the involvement of stakeholders in that process.
5. **Priorities for the Multi-year Program**
How does your agency prioritize projects and develop its improvement program? What factors are considered in the prioritization process (e.g., pavement/bridge condition rating, traffic volume, coordination with utility work, impact on land use and economic development, availability of funds)? How many years does your multi-year plan cover (planning horizon), how is project implementation monitored, and how often is the plan updated?

6. Reporting Results

Have you participated in the TAMC three-tiered reporting processes: 1.) annual PASER survey of road conditions on the federal-aid network, 2.) survey of completed projects on the federal-aid network, and 3.) submitted your agency's multi-year asset management plan.

CARMINE PALOMBO INDIVIDUAL ACHIEVEMENT AWARD

In 2015, the TAMC renamed the Individual Achievement Award in honor of Carmine Palombo for his years of service and dedication to the TAMC and to SEMCOG. The TAMC will award individuals that have demonstrated outstanding support in implementing one or more of the following categories:

- **Demonstrated Knowledge of Transportation Asset Management** – The individual has gone beyond the training required to fulfill the various roles necessary to move asset management forward in Michigan. The individual has participated in training offered by the TAMC, MTU's Local Transportation Assistance Program (LTAP), and other state and national opportunities for training. The individual has also attended one or more of the annual conferences sponsored by the TAMC. Additionally, the individual has a wide range of knowledge related to transportation asset management. This experience can be related to road maintenance, Michigan's asset management program, education, administration, program/ policy/plan formation, or other areas that require expertise and experience to move Michigan's transportation asset management program forward.
- **Advocacy and Support** – The individual has advocated for transportation asset management on a statewide level and/or at the community level. The individual has worked to inform key stakeholders in the benefits of implementing asset management programs as a way to improve Michigan's roads and make the best use of resources. Additional support can include any using other means such as developing plans, or implementing local or statewide initiatives focusing on improving Michigan's roads.
- **Demonstrated Leadership and Vision** – The individual has taken the knowledge and applied it to his community/agency situation. He has used the information to craft a vision and demonstrated leadership by effectively communicating that vision to other key leaders, ultimately leading to implementation of the vision.

(Note: If an award has been granted to an individual, the organization that individual represents is considered ineligible to receive an award for the same effort the original award was granted.)

ADDITIONAL INFORMATION

For additional information on the Principles of Asset Management and applying those principles in developing an asset management plan, please refer to the following publications.

Local Agency Guidelines for Developing an Asset Management Process and Plan and Asset Management Guide for Local Agency Bridges in Michigan, sponsored by the Michigan Transportation Asset Management Council and MDOT, May 2012 (available on the TAMC web site: <http://www.michigan.gov/tamc>)

Transportation Asset Management Council Award Winners 2009 – 2018

Carmine Palombo Individual Award Winners:

- John Daly II, PHD – Genesee County Road Commission – 2009
- Brian Gutowski – Emmet County Road Commission – 2009
- Lance Malburg – Oceana County Road Commission – 2010
- Rob VanEffen – Delta County Road Commission – 2010
- Anamika Laad – EMCOCG – 2010
- Edward G. Hug – SEMCOG – 2011
- Jim Snell – GVMC – 2012
- Nathan Fazer – EUPRPDC – 2012
- Rick Olson – Michigan Legislature – 2012
- Kelly Bekken – Missaukee County Road Commission – 2012
- Keith Cooper – MDOT – 2013
- Nico Tucker – NEMCOG – 2013
- Toby Kuznicki – City of Rogers City – 2013
- Carmine Palombo – SEMCOG – 2014
- Robert E. Clegg – City of Port Huron – 2015
- Carmine Palombo – SEMCOG – 2015 (*Individual Awards renamed in honor of Mr. Palombo starting in 2015*)
- Tim Colling – Michigan Technological University/Center for Technology & Training – 2016
- Timothy O'Rourke – Roscommon County Road Commission – 2017
- Victoria Sage – Michigan Technological University/Center for Technology & Training – 2018

Organization Award Winners:

- City of Manistee – 2009
- City of Marquette – 2009
- Alcona County Road Commission – 2009
- Kent County Road Commission – 2009
- Genesee County Metropolitan Planning – 2009
- Michigan Department of Transportation – 2009
- Kalamazoo County Road Commission – 2010
- Roscommon County Road Commission – 2010
- Ottawa County Road Commission – 2011
- Texas Township – 2012
- City of Auburn Hills – 2014
- Grand Region Bridge Council – 2014
- Kalamazoo Charter Township – 2015
- Kalamazoo County Road Commission – 2015
- St. Joseph County Road Commission – 2016
- City of Ann Arbor – 2017
- City of Royal Oak – 2017
- International Bridge Authority – 2017
- 21st Century Regional Asset Management Infrastructure Pilot Project Participants: Office of Governor Rick Snyder, Grand Valley Metropolitan Council, Southeast Michigan Council of Governments, West Michigan Shoreline Regional Development Commission – 2018
- City of Grand Rapids – 2018

For more information about the Transportation Asset Management Council's Awards Program, please visit our website at www.michigan.gov/tamc or contact Roger Belknap, Asset Management Coordinator at (517) 335-4580 / BelknapR@michigan.gov.



TAMC AWARDS PROGRAM NOMINATION

To assist TAMC in selecting and awarding candidates, we have assembled this guidance for the structure of nominations to follow. To be considered for award, nominations should include name of person or organization, the title of position for individual nominations, a point of contact for the nomination with email, address and telephone number, and a written narrative that outlines justification of the nomination, using the elements TAMC has developed for the criteria of evaluation.

ORGANIZATION ACHIEVEMENT AWARD

Consistent with the core principles of asset management are the following eligibility criteria that the Council will use in determining award recipients. Of particular interest to the Council is the extent to which agencies involve the public, their elected and/or appointed officials, and other community stakeholders in their program, especially in establishing a vision for their system(s) as well as the adoption of performance measures and investment strategies to achieve that vision.

Please incorporate the following elements into the narrative section of Organization Achievement Award nominations:

1. Condition Assessment
2. Mix of Fixes, Estimated Costs, and Funding Levels
3. Future Conditions, Performance Measures, and Targets
4. Trade-off Analysis and Candidate Projects
5. Priorities for the Multi-year Program
6. Reporting Results

CARMINE PALOMBO INDIVIDUAL ACHIEVEMENT AWARD

Successful implementations of asset management require leadership across a wide variety of disciplines. To that end, individuals influence organizational success in a variety of ways. The TAMC will award individuals that have demonstrated outstanding support in implementing one or more of the following categories:

- Demonstrated Knowledge of Transportation Asset Management
- Advocacy and Support
- Demonstrated Leadership and Vision

Please incorporate these elements into the narrative section of Carmine Palombo Individual Achievement Award nominations.

Award submittals are due, **Friday, March 29, 2019** to Roger Belknap, TAMC Coordinator. Nominations can be emailed to belknapr@michigan.gov or sent through mail delivery to Roger Belknap, MDOT, 425 W. Ottawa St., PO Box 30050, B-340, Lansing, MI 48909.

Questions can also be directed to Roger by calling (517) 335-4580. Pending the amount of award submittals, recognition may be part of the TAMC spring or fall conferences.

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For more information:

Roger Belknap, TAMC Coordinator
517-335-4580 or belknapr@michigan.gov

Gloria Strong, Conference Coordinator
517-335-4581 or strongg@michigan.gov



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Transportation Asset
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Policy for Collection of Roadway Surface Condition Data

The Transportation Asset Management Council adopted this policy on December 5, 2018.

Introduction:

The Transportation Asset Management Council (TAMC) was established to expand the practice of asset management statewide to enhance the productivity of investing in Michigan's roads and bridges. Part of the TAMC's mission is to collect physical inventory and condition data on all roads and bridges in Michigan. This document describes the policy and procedures for collecting the physical inventory and surface condition data of paved and unpaved roads and streets owned by Public Act 51 agencies on the Federal Aid eligible and Non-Federal Aid eligible within Michigan. The TAMC has a TAMC Asset Management Coordinator who is responsible for the support and operation of the TAMC activities.

According to Act 51 (P.A. 499 2002, P.A. 199 2007); each Local Road Agency and the Michigan Department of Transportation (MDOT) shall annually report to the TAMC the mileage and condition of the road and bridge system under their jurisdiction. Additionally, procedures and requirements developed and presented by the TAMC shall, at a minimum, include the areas of training, data storage and collection, reporting, development of a multiyear program, budgeting and funding, and other issues related to asset management.

The TAMC has given the responsibility of managing the TAMC work program to the Regional Planning Organizations (RPO)/Metropolitan Planning Organizations (MPO). The RPO/MPOs have TAMC work activities included in their annual work programs and have funds allocated from the TAMC for those activities. The RPO/MPO will have to allocate those funds among eligible work activities in order to best complete the priorities of the TAMC. Therefore the RPO/MPO may need to limit its authorizations for reimbursements in order to manage its work programs.

This policy applies to the collection of roadway surface condition data on:

- Federal-aid (FA) eligible network of public roads and streets using the Pavement Surface Evaluation and Rating system (PASER),
- Non-Federal-aid (NFA) eligible network of public roads and streets using the PASER system, and
- Unpaved roads and streets on either the FA or the NFA networks using the Inventory Based Rating™ (IBR) system.

Rating Teams

NOTE: Refer to the *PASER Training/Certification* Requirements section of this policy for training and certification requirements.

Data collection logs MUST contain rating team members' or observers' names and agencies, mileage, rating dates, and rating times. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time.

FA Rating Teams

Rating teams must be comprised of a minimum of three raters: one (1) member from MDOT, one (1) member from the RPO/MPO and one (1) member/representative from the Act 51 road agency being rated (County, City/Village). All of these members must meet the training and/or certification requirements.

Additional participants may be included however, they must meet the training/certification requirements in order to be reimbursed with TAMC funds through the RPO/MPO for their effort. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time.

NFA Rating Teams

- a. If TAMC reimbursement for NFA data collection has not been approved, but the agency would like condition data included in TAMC's state wide database:**

The Act 51 road agency may establish their own collection schedule and collect data on their NFA network.

The rating team shall consist of a minimum of one rater: one (1) member/representative of the Act 51 road agency who meets the training and/or certification requirements.

The TAMC encourages all rating team participants to follow their agency's safety procedures and practices.

- b. If TAMC reimbursement is being requested:**

Road agencies must receive authorization prior to gathering any data from the RPO/MPO for reimbursement for NFA data collection.

Road agencies must submit a written request for reimbursement; the request should include the miles of NFA rated and the total estimated cost (actual costs claimed must not exceed the estimated costs) for the data gathering, trained/certified team members' time, and vehicle use. This request must also clarify which fiscal year the data collection and reimbursement will take place. Requests for NFA data collection reimbursement authorization are required to be received by the RPO/MPO by October 1.

The RPO/MPO decision on what requests for reimbursement are approved will consider:

- available budget,
- absence or age of the NFA data that will be collected,
- last year of reimbursement to the road agency for that NFA data set. No more frequently than once every three [3] years,
- rating team members' training and/or certification status

The rating team shall consist of a minimum of two (2) people: one (1) member/representative of the Act 51 road agency who meets the training and/or certification requirements and one (1) member who the Act 51 road agency chooses to represent it, RPO/MPO, Act 51 agency staff or others. Untrained or uncertified raters will not be reimbursed. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time.

The TAMC encourages all rating team participants to follow their agency's safety procedures and practices.

PASER Training/Certification Requirements:

Training:

- Any rater who participates in the PASER data collection and influences the rating

activity MUST attend an on-site PASER training in the same year the data collection occurs.

- New raters (never attended PASER training before) and seasoned raters (who did not attend PASER training the year prior) MUST attend one (1) supplemental PASER webinar training session in addition to attending one (1) on-site session.
- Individuals who are PASER Certified Raters are exempted from on-site training as defined in PASER Certification Eligibility Requirements section of this policy.
- Any rater who participates in the data collection for unpaved roads shall attend IBR training within three years of the year IBR data collection is conducted.
- New IBR raters (never attended IBR training before) and seasoned raters (who did not attend IBR training within three calendar years of the IBR data collection) MUST attend one (1) IBR training session.
- RPO/MPO representatives are required to attend P A S E R and IBR training events every year regardless of their experience or certification status. RPO/MPO representatives are critical to the success of the PASER data collection effort, so it is important for them to continue to promote and support the program by attending on-site events.

Certification Eligibility Requirements:

To be considered a candidate to take the PASER certification exam the rater must meet the following criteria:

- All raters: Six (6) or more years (not including current year) of attendance of PASER on-site training as verified through the Center for Technology & Training (CTT) records.
- Raters who are licensed professional civil engineers: Three (3) or more years (not including current year) of attendance of PASER on-site training as verified through CTT records.
- Raters who actually rated a portion of their road network during TAMC collection for the same number of years trained (not including current year). This will be verified by a signed letter from the individual stating their rating experience.
- Raters who attended the annual TAMC PASER on-site training portion of the workshop as well as the examination administration portion of the workshop.

Certification Exam:

- The written certification exam will be administered at the on-site sessions of PASER training to eligible candidates.
- Raters must pass the written certification exam during the on-site training sessions. The passing score is 70% correct or will be adjusted using the normal distribution (bell curve) of the scores depending on the difficulty of the exam questions at the discretion of CTT staff.
- Raters who do not pass the certification exam will be able to attend another on-site PASER training session and retake the exam as many times in one year as space and CTT administration allows.
- The TAMC will hold exam results and exam questions as documents that are not open to the public without a freedom of information act request to prohibit development of files of exam questions that can be used to memorize facts rather than learning concepts.

There is no current certification exam for IBR (unpaved road) data collection.

Certification Responsibilities:

- Certified raters are required to attend on-site PASER training every other year; i.e. a two (2) year cycle to recertify by taking the certification exam.
- Certified raters are required to attend an organizational webinar for updates to business rules and changes to the data collection process as necessary. This webinar is required to keep certified raters informed of new guidance in the program and provides raters with an opportunity to interact with TAMC members.

MDOT Region Representative Responsibilities

NOTE: Each MDOT Region must designate a MDOT Region Representative to be a contact source for the TAMC.

- Ensuring that a trained and/or certified MDOT rater participates on the rating team for the annual FA data collection.
- Providing an MDOT vehicle for the annual FA data collection.
- Ensuring non-MDOT members of rating team are provided with State of Michigan travel and reimbursement rate schedules at the start of the rating season.

RPO/MPO Regional Coordinator Responsibilities

NOTE: Each RPO/MPO must designate a RPO/MPO Regional Coordinator to be a contact source for the TAMC.

- Establishing the data collection schedule and coordinating the dates for FA road rating with the respective rating teams.

NOTE: The TAMC outlines policies for the data collection cycle schedule as well as first and last days of annual data collection in the *Data Collection* section.

- Ensuring/verifying the rating team has the required number of trained and/or certified raters from the Act 51 road agency(ies) collecting the road surface condition data (see the *Rating Teams* and the PASER Training/Certification Requirements sections of this policy for more information).
- Ensuring daily data collection logs which MUST contain team members or observers' names and agency, mileage, rating dates and time are accurately completed for each day of reimbursable data collection.
- Verifying/checking the miles of road surface condition data collected.
- Performing quality control checks of the data collected.

NOTE: The RPO/MPO Regional Coordinator MUST review the collected data—looking for missing entries (zeros), valid surface type, missing surface type, valid number of lanes, missing lane information, and large increases/decreases in PASER scores for road segments that have had no treatments—before sending it to the Center for Shared Solutions (CSS).

- Ensuring that the completed PASER data export file is the correct file type and submitting the PASER data export file to the CSS (see the *Data Submission/Standards* section of this policy for more information).
- Submitting RPO/MPO invoices for reimbursement to the TAMC Asset Management Coordinator monthly or quarterly for all expenses related to training, data collection efforts, quality control, and data submission activities. Including copies of daily collection logs and any other backup information as attachments to the invoice.

Data Collection

- FA data collection must be completed in a two- (2) year cycle for the entire FA network.

- NFA data collection is encouraged with or without TAMC reimbursement.
- Each rating team must complete the following logs when being reimbursed for their work:
 - Daily data collection logs which MUST contain team members or observers' names and agency, mileage, rating dates and time are accurately completed for each day of reimbursable data collection.
 - Prepare a list that includes rater's names and agencies, as well as the certification that all raters were appropriately trained/certified.
- Data collection on paved roads must be consistent with the current [*TAMC PASER Training Manual*](#), the *Sealcoat Revised Rating Guide for Michigan*, and, when appropriate, the [*Asphalt, Concrete, and Sealcoat PASER Manuals*](#) (accessible at <http://michiganltp.org/paser-resources>).
- Data collection on unpaved roads and streets must be consistent with the current IBR training and the *IBR Field Guide*.
- The use of the Roadsoft Laptop Data Collector (LDC) is required.
- The first day for data collection shall be the first Monday in April of each year; the last day for data collection shall be the last Friday in November of each year.

Data Submission/Standards

- FA/NFA data collected is to be submitted to the CSS by the RPO/MPO Regional Coordinator, who will submit the data following quality assurance and quality control guidelines.
- The export file from Roadsoft MUST be in a shapefile format; exports containing text files are not accepted. See the current [*TAMC PASER Training Manual*](#) (accessible at <http://michiganltp.org/paser-resources>) for additional information.
- The deadline for the RPO/MPO Regional Coordinator to submit the data to the CSS is the first Friday of December.

Reimbursement

Note: Act 51 road agencies must receive prior authorization from the RPO/MPO for reimbursement for NFA data collection. Please refer to the earlier section on NFA Rating Teams: b. If TAMC reimbursement is being requested section.

The TAMC has given the responsibility of managing portions of the TAMC work program to the RPO/MPOs. The RPO/MPOs have TAMC work activities included in their annual work programs and have funds allocated from the TAMC for those activities. The RPO/MPO will have to allocate those funds among eligible work activities in order to best complete the priorities of the TAMC. Therefore the RPO/MPO may need to limit its authorizations for reimbursements in order to manage its work programs and will work with its members to coordinate activities.

- Rating team members who represent MDOT will be reimbursed by the TAMC via annual approved budget for PASER review.
- Rating team members who represent the RPO/MPO will be reimbursed via annual project authorization with the TAMC.
- Rating team members who represent Act 51 (county, city, or village) road agencies will be reimbursed, for FA data collection and, with prior authorization, for NFA data collection activities, and for expenses directly related to the data collection effort (i.e., time, travel, meals, vehicle) via annual RPO/MPO project authorization with the TAMC. The TAMC will not directly reimburse Act 51 road agencies. Act 51 road agencies shall submit invoices and supporting information to the RPO/MPO for costs associated with PASER data collection that has

been authorized by the RPO/MPO. The RPO/MPO will request payment from MDOT and subsequently reimburse the road agency following receipt of payment from MDOT.

- The RPO/MPO Regional Coordinator will submit invoices for reimbursement to the TAMC Asset Management Coordinator monthly or quarterly for all expenses related to training, data collection efforts, quality control, any Act 51 road agency's associated cost invoice(s) detailing expenses directly related to data collection (i.e., time, travel and/or meal reimbursements), and data submission activities. Time, travel and/or meal reimbursements will be processed according to State of Michigan travel and meal rates. Copies of daily collection logs and any other backup information will be included as attachments to the invoice.

If you have any questions relating to this policy, please contact:

TAMC Asset Management Coordinator
Michigan Department of Transportation
P.O. Box 30050, 425 W. Ottawa Street
Lansing, MI 48909
(517) 335-4580

www.michigan.gov/tamc

**First Draft of Acceptance Criteria for
Transportation Asset Management Council (TAMC) Asset Management Plans
Required by
Public Act (PA) 325 of 2018**

November 13, 2018

Submitted by Tim Colling, Michigan Tech University

Section 10 of PA 325 of 2018 outlines all of the overall components of an asset management plan that are required for Michigan's largest 122 local road owning agencies. It is necessary for the TAMC to develop acceptance criteria for each of these components which can be communicated to the local road agencies as guidance on how their plans will be judged. Acceptance criteria will assist in the review of plans by the TAMC staff, and will assist training and technical support efforts in this area by making TAMC's expectations known. The acceptance criteria provides opportunities for success for all agencies.

This document is an attempt to put forward a first draft of the acceptance criteria for use in discussions between the TAMC members. The final criteria should be made public, possibly in the form of a TAMC policy. Acceptance criteria may change in future years as the need for asset management plans evolve.

Per PA 325 of 2018

(10) No later than October 1, 2019, the transportation asset management council shall develop a template for an asset management plan for use by local road agencies responsible for 100 or more certified miles of road and require its submission to the transportation asset management council as provided in subsection (12). No later than October 1, 2019, the transportation asset management council shall establish a schedule for the submission of asset management plans by local road agencies described in subsection (11)(b) that ensures that 1/3 of those local road agencies submit an asset management plan each year. The template required by this subsection shall include, but is not limited to, all of the following:

Requirement 10A

(a) Asset inventory, including the location, material, size, and condition of the assets, in a format that allows for and encourages digital mapping. All standards and protocols for assets shall be consistent with government accounting standards. Standards and protocols for assets that are eligible for federal aid shall be consistent with federal requirements and regulations.

10A Guidance:

"Inventory" and "location": These requirements are currently met since the entire public road system is on the framework base map, and all public bridges are located in the MI Bridge system.

"Format that allows digital mapping": Local road agencies using Geographic Information Systems (GIS) must be able to translate location data in their GIS system to the current Michigan framework base map. Limited extent (less than ten) assets that are not kept in a GIS system should be located using the "on/from" system using framework base map road and intersection names.

"Material, size and condition": Currently the TAMC requires this data to be updated for 50% of the federal aid eligible roads, each year using the Pavement Surfaced Evaluation and Rating (PASER) and Inventory Based Rating (IBR) systems. Bridges are as required by federal inspection requirements. This data should also be collected for non-federal aid eligible roads, but there is no minimum requirement.

Requirement 10B

(b) Performance goals, including the desired condition and performance of the assets, which shall be set by the local road agency. Performance goals may vary among asset classes under the local road agency's jurisdiction. If a local road agency has jurisdiction over roads or bridges that are designated as part of the federal National Highway System, performance goals for that portion of the system shall be consistent with established federal performance targets.

10B Guidance:

“Performance goals”: It is suggested that these goals be set relative to a condition state that the public can understand. For example: We will maintain overall paved road conditions at or better than their 2017 condition of XX% Good and Fair roads. Goals are aspirational, but yet achievable and should be set as such.

“National Highway System (NHS) performance goals”: The Michigan Department of Transportation (MDOT) sets the overall performance goal for the NHS system in Michigan. Local road agency owners of the NHS system are not required to meet this state wide goal on the individual parts of the NHS that they own. However, it is expected that the local portion of the NHS will contribute to the overall quality of the NHS in meeting state goals. As such, the locally owned NHS system should be maintained in a condition that is as good or better than the rest of the federal aid eligible road system within in each local agency as illustrated by comparative PASER ratings.

Requirement 10C

(c) Risk of failure analysis, including the identification of the probability and criticality of a failure of the most critical assets and any contingency plans.

10C Guidance:

“Risk of failure”: At a minimum, a local road agency will identify the critical linkages in their system that, if not functioning, will cause disruptions to the road users. Critical linkages could include roads or bridges, regardless of condition, that serve either high traffic areas, or link desperate population or industrial centers. Critical linkages could also include assets in poor condition that are likely to cause disruptions or risks to road users.

Requirement 10D

(d) Anticipated revenues and expenses, including a description of all revenue sources and anticipated receipts for the period covered by the asset management plan and expected infrastructure repair and replacement expenditures, including planned improvements and capital reconstruction.

10D Guidance:

“Revenues and expenses”: This is not intended to be a detailed financial report, but rather a high level assessment of agency funding. Reporting expenses via the Act 51 Distribution and Reporting System (ADARS) system meets this requirement. As with MCL 247.668j (c) A financial performance **dashboard** that contains information on revenues, expenditures, and unfunded liabilities. Local road agencies may link to financial information provided by the TAMC.

“Infrastructure repair and replacement expenditures”: This requirement is met by complying with the TAMC existing investment reporting requirement.

Requirement 10E

(e) Performance outcomes, including a determination of how the local road agency’s investment strategy will achieve the desired levels of service and performance goals and the steps necessary to ensure asset conditions meet or achieve stated goals and a description and explanation of any gap between achievable condition and performance through the investment strategy and desired goals.

10E Guidance:

“Performance outcomes”: Performance outcomes are the anticipated condition of the asset as a whole from five to ten years in the future, using a quantitatively based prediction method. Prediction methods can include modeling by pavement management software, historical trends, or service cycle based methods such as the National Center for Pavement Preservation network quick check.

Requirement 10F

(f) A description of any plans of the asset owner to coordinate with other entities, including neighboring jurisdictions and utilities, to minimize duplication of effort regarding infrastructure preservation and maintenance.

10F Guidance:

“plans of the asset owner to coordinate with other entities”: At a minimum, this should include a narrative describing the process for publically announcing planned projects, and coordinating with buried infrastructure both public and private.

Requirement 10G

(g) Proof of acceptance, certification, or adoption by the local road agency's governing body.

10G Guidance:

"Proof of acceptance": At a minimum a board or council approved action to accept the asset management plan. This can be in the form of minutes or resolution.

Requirement 11B

11(b) Projects contained in the annual multiyear program of each local road agency responsible for 100 or more certified miles of road shall be consistent with the asset management process and asset management plan of that local road agency and shall be reported consistent with categories established by the transportation asset management council.

11B Guidance:

"Consistent with the asset management process and asset management plan": Projects that are planned for future years will meet the general intent of the strategy outlined by the plan. For example: a local road agency cannot detail a strategy to accomplish its goals using a mix of preventive maintenance and reconstruction, then propose only reconstruction projects for three years without some justification for this action.

Requirement 14

(14) Beginning October 1, 2025, if the transportation asset management council determines, and the department concurs, that a local road agency described in subsection (11)(b) has not demonstrated progress toward achieving the condition goals described in its asset management plan for its federal-aid eligible county primary road system or city major street system, as applicable, the transportation asset management council shall provide notice to the local road agency of the reasons that it has determined progress is not being made and recommendations on how to make progress toward the local road agency's condition goals. The local road agency shall become compliant within 6 months after receiving the notification required by this subsection.

14 Guidance:

"Demonstrated progress toward achieving the condition goals": Goals are aspirational, and local road agencies should be encouraged to set them high, but realistically achievable. Demonstrated progress means that the road agency is making a good faith effort to conform to the conditions of its asset management plan through management and planning of road projects, and has a likelihood of coming close to attaining them during the plan period.

"Become compliant": This means the local road agency will either re-assess its condition goals and strategy in their asset management plan, or develop a strategy of planned, fundable projects that will make progress towards its goals as written.

2018 Year in Review

TAMC Accomplishments:

In 2018 the TAMC continued and expanded on its core function to develop tools to assist local agency data collection by improving its tools and online resources. The TAMC also continues to provide valuable training and education opportunities to facilitate to effective, comprehensive, and standardized data collection.

2018 saw several changes in members due to changing administrations and staff retirements. We would like to thank the following members for their service to the TAMC and its sub-committees

Don Disselkoen, (County Commissioner, Ottawa County) has served TAMC from October 2008 through December 2018.

Dave Wresinski, (Bureau of Transportation Planning Director, Michigan Department of Transportation) has served TAMC from September 2011 through December 2018.





TAMC members Fall 2018- With Governor's Acknowledgement Award.

Culvert Pilot Project

In 2018, the TAMC tasked its Bridge Committee with creating and managing a work plan for a pilot project to collect data on culverts owned by local transportation agencies within Michigan. The work was funded through House Bill 4320 (S-3) - Supplemental Appropriation Adjustments, which added \$2 million to the fiscal year 2018 budget from the state restricted Michigan Infrastructure Fund.

The intent of the culvert data collection pilot project was to collect data on Public Act 51 Certified Roads in Michigan at a statewide level for the following goals:

1. Estimate the total number of culverts in the state.
2. Estimate the overall condition of culverts in the state using similar inspection components and rating.
3. Determine the range of physical characteristics (inventory information) of culverts, such as material, size, and depth, that may impact the cost to maintain or replace the asset.

4. Benchmark estimates of agency labor (time and materials) necessary to find and collect inventory data for culverts on a dollar per mile or other production rate basis.
5. Benchmark estimates of agency labor (time and materials) necessary to find and collect condition data for culverts on a dollar per mile or other production rate basis.

The TAMC and Michigan Technological University's Center for Technology and Training (CTT) worked with 49 local agencies that successfully located nearly 50,000 culverts in the 13-week data collection window (April 30 – July 30). This is an impressive level of coordination and cooperation between the TAMC, CTT, and local agencies. Furthermore, TAMC and MDOT staff coordinated reimbursement to the local agencies through the existing Unified Work Program contracts with Michigan's Planning Regions and Metropolitan Planning Agencies. This increased the level of participation from TAMC, CTT, Center for Shared Solutions, and the 49 local agencies to include all 14 regional planning agencies and 2 metropolitan planning organizations. It is noteworthy to mention that the project included participants representing every planning region in Michigan. Therefore, information gathered in this pilot contains data from both urban and rural areas of the state as well as large road agencies and small villages.

A final report of the pilot project was provided to the Michigan Legislature, Governor Rick Snyder and the Michigan Infrastructure Council on October 1, 2018. The report included background, methods, observations and recommendations for continuing the effort to collect, assess and manage culvert data into the future. The final report can be found on the TAMC website at (Link will change once CSS completes its requested website updates).

Creation of the Michigan Infrastructure Council (MIC) and the Water Asset Management Council (WAMC)

Public Acts (PA) 323, 324, and primarily 325, were enacted in July 2018. They established two new councils: the Michigan Infrastructure Council (MIC) and the Water Asset Management Council (WAMC). PA 325 also modified the scope of the TAMC. Together these support the recommendations of the 21st Century Infrastructure Commission and the Asset Management Infrastructure Pilots in an effort to coordinate across all types of infrastructure assets. Both the TAMC and WAMC will now report to the MIC. The MIC is housed in the Michigan Department of Treasury. The WAMC is established under the Michigan Department of Environmental Quality (MDEQ). The WAMC is intended to mirror for water and sewer infrastructure the efforts accomplished over the past 15 years by the TAMC.

TAMC Work Program

TAMC operates on a three-year program of both ongoing and new activities designed to promote asset management practices and assist road owning agencies in their asset management efforts. The TAMC a strategic planning session in 2018 as part of the 2017-2019 TAMC Work Plan.

A copy of the current work plan can be found on our website at:
http://tamc.mcgi.state.mi.us/TAMC/docs/aboutus/2014-16%20TAMC%20Work%20Program_FINAL.pdf

TAMC Conferences, Training and Education

TAMC Sponsors two educational conferences to share information and review best practices on an annual basis. Both conferences were well attended and received positive feedback. In 2018 it was decided to partner with the American Public Works Association (APWA) for the spring conference held in Traverse City. This was intended to provide members with more opportunity for networking and education. This event was so successful that it has been decided to partner again in 2019.

In addition to the annual conference, TAMC works with Michigan Technological University (MTU) to provide training for Data Collection and Asset Management.

The TAMC also continues to improve its internal process to ensure it meets the needs of its customers. 2018 saw several changes in members due to changing administrations and staff retirements. We would like to thank the following members for their service to the TAMC and its sub-committees

(Updated 2018 Training Figures as provided by MTU's 2018 Training Report)

Training Program	Number of Training Events	Total Participants
PASER Training	10 onsite + 5 webinars	530
Asset Management for Elected Local Officials	5 onsite	48
Asset Management Workshop	2 onsite	37
Bridge Asset Management Workshop	3 onsite + 4 webinars	15
Inventory Based Rating (IBR) Training (Webinar)	1 onsite + 4 webinars	252
Paved Asset Management Plan Workshop Pilot	4 onsite	53
Asset Management Conferences	2 onsite	133
Culvert Inventory Pilot	5 webinars	195
Total	27 onsite + 18 webinars	1263

Act 51 Compliance Reporting

The IRT has been linked to Michigan's Act 51 Distribution and Reporting System (ADARS). Both IRT data and ADARS data must be submitted within 120 days of an agencies' fiscal year end date. This linkage helps to ensure compliance. However, this does pose some challenges at the statewide level of reporting as project data is received throughout the year versus a common annual deadline. For the purposes of reporting mileage and investment costs with reported projects, TAMC uses calendar year timelines to summarize investments, and fiscal year timelines to report compliance with the requirements.

Because of the effective date of mandatory compliance, less than 200 agencies were required to report in FY 2015, however, the IRT reporting requirements were met by 310 agencies. These reports included over 5,300 miles of road projects completed in calendar year 2015. Investment reporting requirements for FY 2016 was completed by 610 agencies. Summary data for calendar year 2016 projects includes over 8,200 miles of road projects and over 300 bridge projects. The total investment reported exceeds \$1.8 billion dollars.

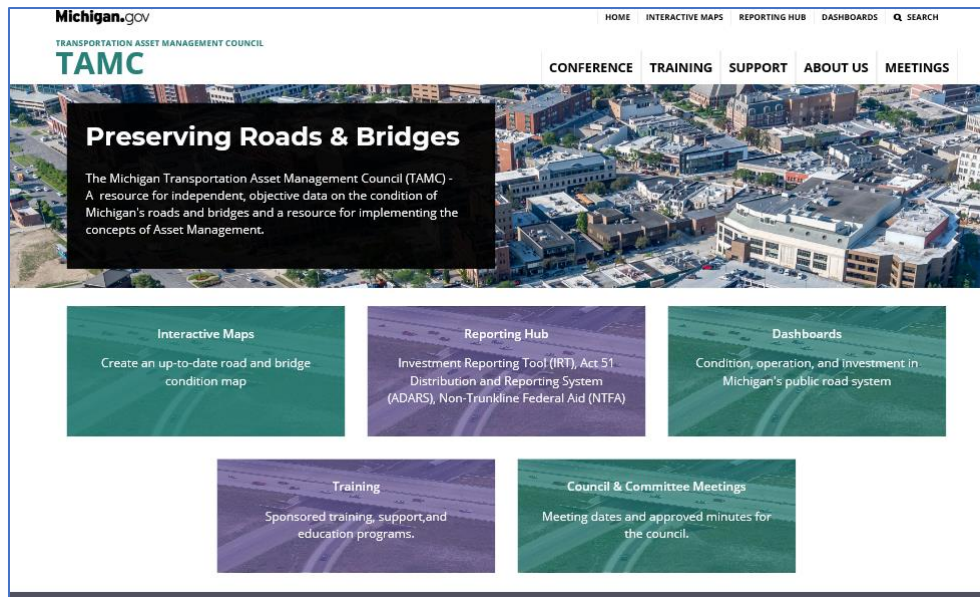
As of December 31, 2018, investment reporting requirements for FY 2017 was completed by 606 agencies. Reporting calendar year 2017 projects, over 950 road projects representing over 7,700 miles with a cost of \$740,000,000 was received by the TAMC. For bridges, summary data for calendar year 2017 included 226 projects, reported for a total investment of over \$198 million dollars.

Investment reporting for FY 2018 is currently underway. As of December 31, 2018, 324 agencies have completed investment reporting requirements. (WE HAVE NOT RUN SUMMARY DATA AS OF YET – I DON'T KNOW WHAT WE'LL INCLUDE...DATA COMMITTEE PROVIDES GUIDANCE, UPDATES TO BE RUN LATE FEB/EARLY MARCH.

TAMC Website with Interactive Map and Dashboards

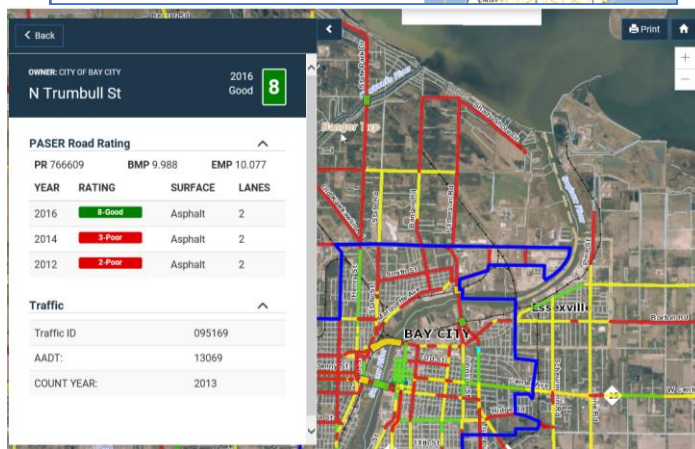
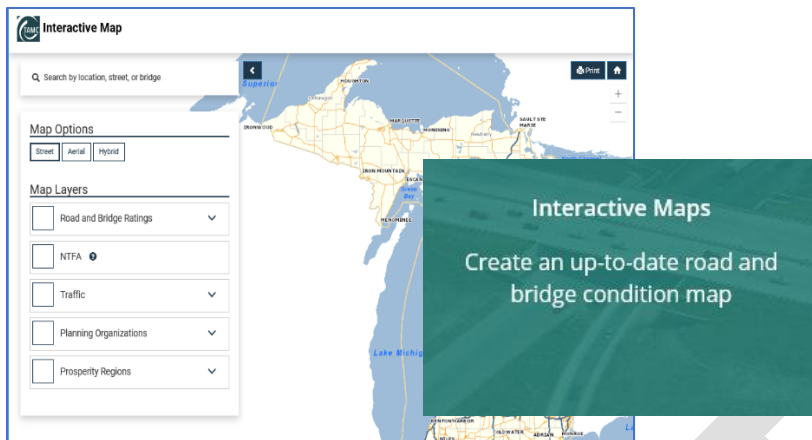
TAMC Website

The TAMC continues to maintain and improve its website which serves as a valuable resource for agencies and the public looking for information on the condition on the local road system. The website provides intuitive access to all the data collected, training opportunities, meetings, and policies. Please check out the site at www.michigan.gov/tamc and sign up for the [Gov Delivery](#) to stay abreast of any future updates.



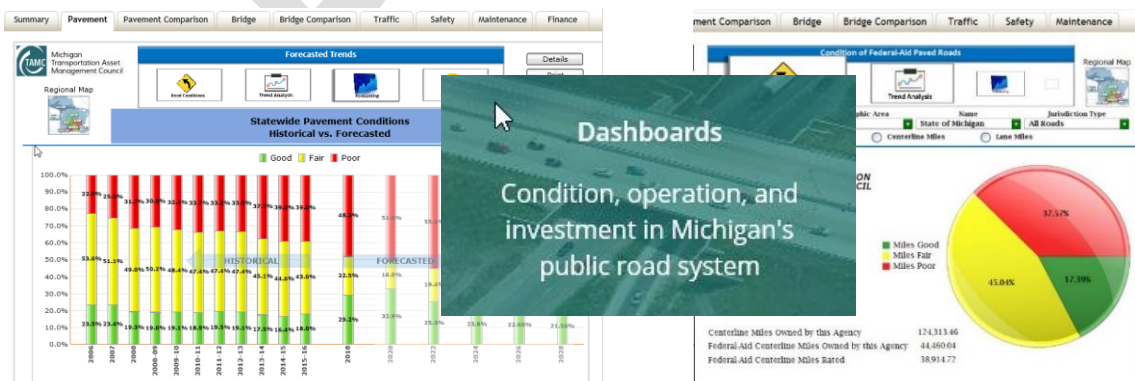
Interactive Map

The TAMC maintains a public interactive map that includes historical and most current PASER condition ratings and most current National Bridge Inventory (NBI) bridge condition information. It also provides information on different traffic elements and locations of both regional municipal planning and prosperity regions. The interactive map is fully mobile and offers navigation and ease of use similar to Google maps or other commonly used websites.



Performance Measure Dashboards

The TAMC has developed and improved upon several Performance Measure Dashboards that show the condition, operation, and investment in Michigan's public road and bridge system. These dashboards are slated to be raised to a new technology in 2018, so the layouts and navigation will be improved and supported by mobile technology similar to the IRT and Interactive Map. Click on each graphic below for hyperlink to the Performance Measure Dashboards.



Pavement Condition & Pavement Comparison Dashboards:

These two dashboards are based on PASER ratings for all paved federal-aid eligible roads in the state. This includes all state trunklines as well as roads under the jurisdiction of Michigan's counties, cities and villages. These dashboards illustrate both the current pavement condition and the trend over the past 8 years. The Pavement Comparison Dashboard provides the user with the ability to compare recent system performance for up to eight road owning agencies at one time.

Bridge Condition & Bridge Comparison Dashboards

Bridge conditions are based on bi-annual inspections of over 10,000 state, county, city and village owned bridges. These two dashboards illustrate bridge conditions and trends and provides the user with the ability to compare system performance for up to 8 bridge owning agencies at one time.

Traffic Dashboard

Traffic volumes are a measure of both road use and how effectively the road system is performing. This dashboard shows estimated annual miles of travel on Michigan's public roads by type and owner of road used, as well as a comparison of the relative sizes (in centerline miles) of portions of Michigan's road network.



Safety Dashboard

The rate of crashes (fatalities, serious injuries) is a measure of how effectively the road system is performing in safety.

Maintenance Dashboard

This dashboard provides a county by county comparison of winter maintenance expenses that are necessary to keep roads and bridges performing during winter maintenance operations.



Finance Dashboard

Capital investments are necessary to extend the useful life of any asset including roads and bridges. This dashboard illustrates how Michigan's road owning agencies are investing Public Act (PA) 51 funding into the roads and bridges they own and the revenues received annually by each agency.

All agencies may freely link to these dashboards to provide transparency rather than creating their own. PA 506 and PA 301 require that each county road agency maintain a searchable website that includes a financial performance dashboard with information on revenues, expenditures and unfunded liabilities. Adding a link to the TAMC website meets those requirements.